

## Department of the Interior (DOI)

### Instructions for Completing the Year 2014 FAIR Act Inventory

#### General Guidance:

- We recommend you use the first pay period of calendar year 2014 as the primary source of data for these inventories.
- All full-time, part-time and seasonal FTE including vacancies are to be included in the inventory.
- Do not include contractor employees or volunteers in the FTE counts. According to the DOI Budget Office, the most accurate FTE count would be the FY13 estimated in the FY14 Budget. There may be a slight variation between this number and the number OMB publishes with their FAIR Act guidance. We will address that issue when the OMB guidance is published.
- In the **First Year Appeared on Inventory under FAIR** field of the spreadsheet, if you change the coding, for example – FTE going from inherently governmental to Reason Code A, the 1<sup>st</sup> year appeared on the inventory would be “14.” Changing FTE from one function code to another is not a reason to list “14” as the “First Year Appeared on Inventory under FAIR”.

#### Function Code Guidance:

- OMB allows for the reporting of fractional FTE in the inventory submission in fractions no smaller than one-quarter.
- DOI’s approved function codes (with definitions) are attached (Attachment 1). These are the only function codes that may be used for DOI.

#### Reason Code Guidance:

- All FTE are to be coded Commercial “A”, Commercial “B”, Commercial “E”, Commercial “F”, or Inherently Governmental. Due to prohibition from competitive sourcing since FY08, Reason Codes Commercial “C”, and Commercial “D” are not permitted in the inventory.
- Attached for your use are examples of DOI Inherently Governmental and Commercial Definitions.

#### Product Service Code (PSC) Crosswalk Guidance

- DOI is going to continue its pilot program to crosswalk certain function codes to commercial product services codes. This year’s updated crosswalk is attached.
- The crosswalk is not a one-to-one. For positions coded to the function codes in the pilot, Bureaus should select the most appropriate PSC from the list on the crosswalk (Attachment 2).
- Positions that are classified as inherently governmental should not be coded with a PSC, regardless of the function code.

#### Consistent DOI Coding Guidance:

- Coding of supervisors and managers: managers responsible for one functional area should be coded to the functional area they oversee. For example, a Regional Director is coded under Y105, the Assistant Director of Administration (multiple functions) is coded to Y810 and the Division Chief of Human Resources is coded to B700

- All secretarial and clerical functions (generally most of the GS-0300 job series except for GS-0301, 0340, 0341, 0343 which are project/program management series) should be coded under Y000.
- All Information Technology (IT) FTE (Job Series 2210, 2299 and 2502 for example) should be coded under “W – Communications, Computing and Other Information Services”.
- All wildland fire FTE should be coded under Function Code S440 per the fire matrix which has been approved by both the fire program offices and competitive sourcing offices of BIA, BLM, FWS, NPS and the Forest Service.
- According to OMB guidance, Contracting Officer Representative’s (COR) are more accurately coded under Reason Code “A” than inherently governmental. The reason for this is that it is the warranted contracting officers who have actual signatory authority for contracts and are considered inherently governmental, CORs have no signatory authority but only recommend actions to the contracting officer. COR duties are generally considered not suitable for competition because of their relationship with the contracting officer and that they have the core expertise necessary to assure the Government is getting what it pays for. CORs are the subject matter experts needed in-house to assess contractor performance.
- In an effort to be more consistent across all bureaus, code FTE performing specific functions to the function code category specifically designated for that function. Examples of proper coding include Budget and Finance to Function Code C – Finance and Accounting; Procurement, Contracting, Acquisition to Function Code F – Procurement; Human Resources to Function Code B – Personnel Management. Examples of incorrect coding include coding a contracting FTE to Function Code R (Research, Development, Test and Evaluation) because they write research and development contracts or coding personnel classifiers to Function Code I (Investigations) because they support a law enforcement office. Try to be as consistent as possible.

### Submission Guidance:

- Your Bureau / Office POC is required to upload your inventory in OMB’s MAX database. Due to DOI firewalls, you should contact your IT Department early in the year to have your computer configured for access to MAX. For instructions on using MAX please click on the following link:  
<https://max.omb.gov/community/download/attachments/599267070/Using+MAX+Collect+for+Submitting+FAIR+Act+Inventories+5+2+12.pdf?version=1&modificationDate=1336136163951>
- Your spreadsheets for submission in MAX MUST be configured in accordance with the Data Validation Spreadsheet contained in MAX. Any other configuration will produce error codes and will not upload.
- **Your inventory must be approved by your senior management prior to uploading into MAX. Please send a copy of the transmittal memo to the PAM Office FAIR Act Inventory Coordinator prior to uploading your inventory.**
- When your inventory has been approved by your senior management, submit your inventory electronically in OMB’s MAX database at  
<https://max.omb.gov/community/display/Acquisition/FAIR+Inventory+Data+Collection+and+Analysis>
- FINAL DUE DATE FOR UPLOADING INTO MAX IS MAY 15, 2014. Please begin uploading no later than April 15 to allow for data testing and validation.

### Attachments:

1. Approved DOI Function Code Definitions
2. Function/Product Service Code Crosswalk